

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**CORRECTIONS TRANSPORTATION OFFICER**

**JOB DESCRIPTION**

Employees in this job transport prisoners of all security classifications to various locations within, and outside, of the state.

There is one classification in this job.

**Position Code Title – Corrections Transportation Officer-E**

**Corrections Transportation Officer 10**

This is the experienced level. The employee oversees and participates in the custody, security, and treatment of prisoners while transporting them to various locations. The employee works independently and without supervisory direction, and must exercise discretion and use independent judgment, often facing critical, potentially violent, and complex situations.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Transports prisoners via passenger vehicles such as automobiles and busses to various destinations such as courts, jails, prisons, medical centers, and other specified locations, ensuring that all security procedures are followed.

Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public. Makes contact with federal, state, and local police agencies and sheriffs' offices within, and outside, of the state.

Plans and executes all aspects of the trip/run including: inspection of the vehicle and security items, determination of amount and types of restraints, selection of necessary weapons, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, possession of all clearances and necessary travel documents, inspection and storage of prisoners' personal property, and the assurance of a safe and controlled travel environment.

Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners and the public.

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Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the mission. Appropriate response may include use of firearms, and/or deadly force.

Performs counts of prisoners and conducts thorough searches of prisoners and their property for prohibited contraband items such as weapons and drugs.

Searches transportation vehicles for objects left by prisoners during previous runs/trips.

Obtains prisoners' compliance with departmental rules and regulations.

Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.

Tracks down, through investigative procedures, and identifies prisoners attempting to avoid detection using aliases and subterfuge while still in custody within the Department of Corrections and/or in local or city jails.

Interacts with all levels of police and other law enforcement personnel, exchanging information and maintaining professional courtesy.

Communicates with other law enforcement agencies where prisoners are being housed, giving instructions for their departure and approximate time of arrival.

Checks for medical clearance to travel and obtains possession of all prisoner property, medical files, and related documents.

Assumes responsibility for significant departmental material resources such as passenger vehicles, weaponry, and communications equipment.

During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.

Maintains proper court security coverage and prevents escapes.

Shakes down courtroom and lock-up areas.

Performs mechanical inspection of the vehicle and all equipment (restraints, firearms, etc.) to ensure proper working condition.

Places restraining devices on the prisoner for security purposes while transporting and assures secure environment when devices are removed.

Controls, restrains, and subdues disruptive prisoners to prevent rioting and possible escapes.

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Determines the amount of force needed to maintain control and protect the general public from harm and danger.

Strip searches prisoners classified at Level II and above, checking for escape paraphernalia, weapons, keys and other contraband.

Counsels prisoners as appropriate to maintain a stable environment, especially those with discipline problems or who have mental health or physical infirmities.

Minimizes contact of prisoners with the public to lessen the danger.

Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned the proper detail.

Contacts the prison to arrange twenty-four hour coverage if a prisoner is admitted to a medical facility and remains with the prisoner until properly relieved.

Reviews, handles, and distributes all related travel and court documents.

Assists the prisoner in filling out any necessary forms, such as medical forms required for treatment.

Determines proper and shortest travel route.

Maintains radio contact with all State Police posts while en route to/from all institutions.

Trains and instructs new transportation officers in their assigned duties.

Prepares written records and reports related to the work.

May take part in searches for escaped prisoners.

May dispense prescribed medication to prisoners as directed.

May administer first aid.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Considerable knowledge of security procedures and techniques.

Considerable knowledge of departmental rules, regulations, policies, and procedures.

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Considerable knowledge of the techniques of self-defense, disturbance controls, firearms, detection of weapons and other contraband, and escape and emergency procedures.

Considerable knowledge of various prisoner sub-cultures, problems, behavior and mental illness, as well as intervention techniques.

Considerable knowledge of prisoner disciplinary process and the rules pertaining to it.

Considerable knowledge of computer operations for accessing data banks such as the Law Enforcement Information Network (LEIN) and prisoner profiling data.

Considerable knowledge of laws concerning rights of prisoners.

Considerable knowledge of investigative techniques used in identifying prisoners scheduled for pick-up at various law enforcement locations.

Considerable knowledge of restraints and firearms and the departmental guidelines indicating requirements for each security level of prisoners.

Considerable knowledge of prisoner health care standards and procedures with regard to contagious diseases.

Considerable knowledge of basic first-aid procedures.

Considerable knowledge of vehicle maintenance standards and procedures.

Considerable knowledge of the State of Michigan's laws and related Motor Transport Division and Department of Corrections' rules, policies and procedures.

Considerable knowledge of proper radio procedure.

Considerable knowledge of physical locations of all sheriff departments and state police posts.

Considerable knowledge of geography, weather/road conditions and alternative routes to prevent escapes or takeovers.

Considerable knowledge of operation and mechanics of all transportation vehicles.

Considerable knowledge of computer operation for accessing data banks such as Law Enforcement Information Network (LEIN) and prisoner profiling data.

Considerable skill in self-defense, restraint procedures and use of firearms.

Considerable skill in mechanical assessment checks of various departmental vehicles.

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Ability to plan each transportation detail, including type of vehicle used, timing of the trip, amount and type of restraints, emergency procedures, escape contingencies, necessary weapons, prisoner needs (consideration of medication, physical/mental impairments, food), etc.

Ability to organize and coordinate daily transportation runs.

Ability to react in an emergency and make sound, rational decisions, demonstrating good judgment.

Ability to work independently without supervision.

Ability to interpret rules and regulations and make decisions without supervisory consultation.

Ability to learn and apply departmental policies, procedures, rules and regulations.

Ability to apply policies and procedures regarding prisoners' behavior.

Ability to supervise and transport prisoners.

Ability to perform shakedowns for contraband, weapons, escape paraphernalia, etc.

Ability to subdue disruptive prisoners.

Ability to prevent escapes of prisoners.

Ability to conduct strip searches.

Ability to work in an environment with various degrees of discomfort.

Ability to work in a hostile environment.

Ability to meet the physical requirements of the work, which may include long hours and the performance of strenuous tasks.

Ability to take control of a volatile situation.

Ability to maintain composure in stressful situations, ease tension and divert violence.

Ability to observe critically, obtain accurate data, and prepare written records and reports.

Ability to obtain facts from observation and investigative techniques.

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Ability to maintain the safe and secure operation of the transportation vehicles to ensure that all maintenance is current and all security items are in proper working order.

Ability to operate and maintain commercial vehicles.

Ability to evaluate all necessary equipment to ensure proper working conditions.

Ability to travel in and out of the state for extended periods of time on short notice.

Ability to successfully complete in-service education and training programs.

Ability to obtain and maintain a concealed weapons permit.

Ability to train other officers.

Ability to establish and maintain favorable public relations.

Ability to present a positive image to the public.

Ability to relate to prisoners and gain their respect and confidence.

Ability to relate to the public, court officials and law enforcement staff as a representative of the department of Corrections while escorting prisoners.

Ability to anticipate problems.

Ability to communicate effectively.

### **Working Conditions**

The work is performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury.

Some jobs require an employee to work in high stress situations.

Some jobs require an employee to work under hazardous situations.

An employee works at a significant numerical disadvantage.

### **Physical Requirements**

The job duties require an employee to meet the physical requirements of the work, which includes the performance of strenuous tasks requiring muscular strength and coordination, and cardiovascular endurance.

Must maintain a state of constant alertness to prevent escape of prisoners and to provide protection to the public.

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Must maintain a professional demeanor as representatives of the Department of Corrections to the public.

Absence of any physical limitation which would impair effective performance as a Corrections Transportation Officer.

### **Education**

Possession of a high school diploma or a GED Certificate and 15 semester (23 term) hours in correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

### **Experience**

Two years of experience as a Corrections Officer or a Corrections Medical Aide, at least one year of which shall have been at the experienced (E9) level.

### **Special Requirements, Licenses, and Certifications**

Currently employed satisfactorily in a corrections position or have left corrections employment in satisfactory status.

Any individual with a felony conviction, a controlled substance violation in any jurisdiction "including military", pending felony or misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by Michigan Department of Corrections.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

Applicants convicted of any other misdemeanor are not be eligible for employment until one year after satisfactorily completion of any sentence imposed, including probation.

Compliance with the Department of Corrections' grooming standards for Corrections Transportation Officers.

Successful completion of twenty-four hours of transportation training.

Satisfactory completion of physical fitness standards, annual recertification, and training.

Possession of a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle with passenger rating. Some positions may also require the air brake portion of the CDL.

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Qualified in the use of chemical gas agents.

Certification in the operation of various firearms including the ability to secure a concealed weapons permit. At the time of appointment, incumbent must have no limitation that would prevent the issuance of a concealed weapons permit.

May be required to be certified through training in first response medical response training.

May be required to be a certified ambulance driver.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

CORTNOFR

**Job Code Description**

Corrections Transport Officer

**Position Title**

Corrections Transportation Officer-E

**Position Code**

CORTOFRE

**Pay Schedule**

C12-003

ECP Group 1  
Revised 6/18/02  
JMR